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Community Development Finance Authority
Finance Committee Meeting

NHCDFA Office
14 Dixon Ave
Concord, NH

May 12th, 2026
9:30 AM

CDFA FINANCE COMMITTEE PRESENT: Diane Fitzpatrick, *Finance Committee Chair*, Benjamin Gaetjens-Oleson, *Board Chair,* Carmen Lorentz, *CDFA Board Member*.

STAFF: Katherine Easterly Martey, *Executive Director*, Ian Hart, *Chief Financial Officer,* Kim Pacocha, *Accounting Director,* Kristin Schneider, *Staff Accountant.*

Ms. Fitzpatrick called the meeting to order at 9:39 AM. Ms. Fitzpatrick noted there were no announcements; there were no members of the public in attendance. There was no public comment.

Ms. Fitzpatrick called for a motion to approve the agenda, as presented.

Motion – 9:39 AM

Mr. Gaetjens-Oleson moved to approve the meeting agenda, as presented. Ms. Lorentz seconded, and the motion carried by a unanimous vote of the Committee.

A. Consent Agenda

Ms. Fitzpatrick called for questions or comments on the April 14, 2026 draft minutes. None were offered. Ms. Fitzpatrick called for a vote to approve the Consent Agenda.

Motion – 9:41 AM

Mr. Gaetjens-Oleson moved to approve the Consent Agenda, Ms. Lorentz seconded, and the motion carried by a unanimous vote of the Committee.

B. Draft Budget Review – 9:42 AM

Mr. Hart presented the FY27 Draft Budget. Mr. Hart reviewed closing, new, and changing programs, as well as proposed staffing changes in response to program changes. He shared that the draft budget reflected a number of inputs not previously considered, including a staff survey, the New Hampshire Center for Nonprofits biannual salary study, a third-party organizational assessment, and preliminary observations from CDFA's financial consultant. The Committee noted the change in occupancy expenses, and Ms. Easterly Martey clarified preliminary plans for modifying the office space to accommodate planned hiring. Mr. Hart indicated that the budget would be further revised based on the Committee's comments and questions and any late information. A final budget proposal would be brought before the

Committee in June.

C. Update on Financial Consultant – 10:19 AM

Ms. Easterly Martey provided an update on CDFA's Financial Consultant, BerryDunn. The company has been holding weekly meetings to understand various accounting, budgeting, program management, and other finance and finance-adjacent functions at CDFA. A formal report with recommendations would be presented to the Board a special July meeting.

With no further questions, Ms. Fitzpatrick moved to adjourn the meeting.

D. Adjourn

Motion – 10:28 AM

Mr. Gaetjens-Oleson motioned to adjourn the meeting. Ms. Lorentz seconded, and the motion carried by a unanimous vote of the Committee.

Kristin Schneider, Staff Accountant

Diane Fitzpatrick, Chair
CDFA Finance Committee